

AA FORM

APPROPRIATION TRANSACTION FORM	DEPARTMENT (& ORGANIZATION) NAME	PAGE 1 OF 2
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<-----DOCUMENT ID----->							
TRANS AA	DEPT	R/ORG	NUMBER	AA DATE	ACCTG PRD	BUDGET FY	BUDGET BUREAU CONTROL NUMBER

DEPT	NET APPROPRIATION AMOUNT	INC/DEC	NET ESTIMATED RECEIPT AMOUNT	INC/DEC
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LINE	ACTION	ACCOUNT NUMBER	SUB	ACCOUNT NAME	TYPE	
	APPROPRIATION AMOUNT	INC/DEC	ESTIMATED RECEIPT AMOUNT	INC/DEC	RECIPT FLOOR	RECIPT CEILING

LINE	ACTION	ACCOUNT NUMBER	SUB	ACCOUNT NAME	TYPE	
	APPROPRIATION AMOUNT	INC/DEC	ESTIMATED RECEIPT AMOUNT	INC/DEC	RECIPT FLOOR	RECIPT CEILING

LINE	ACTION	ACCOUNT NUMBER	SUB	ACCOUNT NAME	TYPE	
	APPROPRIATION AMOUNT	INC/DEC	ESTIMATED RECEIPT AMOUNT	INC/DEC	RECIPT FLOOR	RECIPT CEILING

LINE	ACTION	ACCOUNT NUMBER	SUB	ACCOUNT NAME	TYPE	
	APPROPRIATION AMOUNT	INC/DEC	ESTIMATED RECEIPT AMOUNT	INC/DEC	RECIPT FLOOR	RECIPT CEILING

PREPARED BY: _____ TITLE: _____ DATE: _____

THE DEPARTMENT HEAD HEREBY MAKES THE CERTIFICATIONS PRINTED ON PAGE 2 OF THIS FORM.

DEPARTMENT HEAD APPROVAL: _____ TITLE: _____ DATE: _____

BUDGET APPROVAL: _____ DATE: _____

ENTERED BY: _____ DATE: _____

PLEASE REFER TO CHAPTER 4 OF THE MMARS PROCEDURES MANUAL FOR INSTRUCTIONS ON FORM COMPLETION AND PROCESSING.

COMMONWEALTH OF MASSACHUSETTS

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TRANS

DEPT

R/ORG

NUMBER

AA

IN APPROVING THIS APPROPRIATION TRANSACTION BY SIGNING THE FRONT OF THIS FORM, THE DEPARTMENT HEAD IS CERTIFYING AS TO:

- * THE ACCURACY AND COMPLETENESS OF THE EXPLANATION PROVIDED FOR EACH REQUESTED APPROPRIATION TRANSACTION; AND
- * THE DEPARTMENT'S COMPLIANCE WITH ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS GOVERNING THE REQUESTED TRANSACTION.

EXPLANATION